Clay Lamberton Elementary School
Student Handbook
2026-2027

259 E. Marquette St.
Berlin, WI 54923
920.361.2442

BERLIN AREA SCHOOL DISTRICT - 2026-2027 CALENDAR

AUGUST 2026

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	14
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

18-20 No School
New Teacher Days

24-27 No School
Staff Development

31 No School
Staff Development

SEPTEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

01 First Day of School

07 No School
Labor Day

28 No School
Staff Development

OCTOBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

09 Homecoming

28-29 Parent-Teacher
Conferences/PD
Day

30 No School

NOVEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

25-27 No School
Thanksgiving Break

DECEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23-31 No School
Winter Break

JANUARY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

01 No School
Winter Break

15 End of Semester

18 No School
Teacher Work Day

FEBRUARY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

18 No School
Staff Development

19 No School

MARCH 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22-26 No School
Spring Break

APRIL 2027

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

30 No School
Staff Development

MAY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	14
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

29 Graduation - 10 a.m.

31 No School
Memorial Day

JUNE 2027

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	

03 Last Day of School

04 No School
Teacher Work Day

14-July 2 Summer School

No School

First & Last Day of School

Important Dates

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MISSION STATEMENT

We will serve our community through a commitment to children by supporting them, challenging them, and preparing them for their future.

BELIEFS

The following beliefs about students, learning, and our school system form a philosophical foundation for educational practices in our district:

- We provide a learning environment that ensures all students achieve at high levels.
- We ensure an inclusive school culture where all are engaged and valued.
- We are responsive to change through strategic improvement.
- Professional growth provides educational excellence.
- We are stewards of the community's resources.

STUDENT HANDBOOK INFORMATION

(Policy 1230)

This student handbook has been created to address many of the frequently asked questions families may have throughout the school year, and it outlines several official policies of the Berlin Area School Board. If any policies mentioned here are updated after July 1, 2025, the latest version of the policy will take precedence. In cases where the handbook is unclear or contradicts these policies, the policies will govern. The most up-to-date policies can be found on the District's website. This handbook is effective immediately and replaces any previous versions.

Since the handbook includes important information about student rights and responsibilities, it is crucial for each family to understand its contents. Please take the time to familiarize yourself with the information provided. It serves as a useful reference throughout the school year and can help prevent confusion and misunderstandings when questions arise.

PRINCIPAL MESSAGE

At Clay Lamberton, we believe every student is a valued part of our learning community. Our staff is dedicated to providing a safe, welcoming, and inspiring place where students are supported to grow in their learning journey.

This handbook is your go-to guide for important information about how we learn and grow together—from daily routines to school-wide expectations. Please take some time to read through it, and keep it nearby throughout the year.

We're excited to partner with you in making this school year one of curiosity, discovery, and success. If you have any questions, concerns, or ideas, we're always here to help. Let's make it a great year

Mrs. Sara Markee
smarkee@berlin.k12.wi.us
920.361.2442

STUDENT WELL-BEING

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and emergency intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, they must notify a staff person immediately.

All students must have up-to-date emergency medical information and emergency contact(s) listed in PowerSchool. A student may be excluded from school/events until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing, and with proper documentation by a physician, to the school office. Healthcare needs are met in the district based on specific orders from the child's physician.

NOTICE OF NONDISCRIMINATION POLICY

(Policy 2260)

The Berlin Area School District's Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, or physical, mental, emotional, or learning disability in any of its student programs and activities.

The Board, as required by Title IX, does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX and its implementing regulations to the District may be referred to the Title IX coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

Tiffany Vogels
Director of Pupil Services and Special Education
222 Memorial Drive
Berlin, WI 54923
920.361.2000
tvogels@berlin.k12.wi.us

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to Policy 2266. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

SCHOOL COMMUNITY

Clay Lamberton Elementary wants all students to be in a learning environment that promotes success and is conducive to learning. We can all contribute to this by following expectations, helping others, working together, respecting differences, and taking care of our surroundings.

SCHOOL DAY

- Outside supervision will begin at 7:30 a.m.
- Breakfast will be served to students who are in the cafeteria **by 7:45 a.m.**
- School start time is 7:50 a.m.
- Lunch time varies by grade level.
- School end time is 3:15 p.m.

WINTER/INCLEMENT WEATHER RECESS

During the winter months, we continue to have outdoor recess when the **feels like temperature is at/or above 5°**. Please be sure that your child/ren is dressed appropriately for the winter weather conditions.

If rain or other weather-related risks are apparent, students will remain indoors for recess.

FOOD SERVICE

(Policies 8500/8531)

Breakfast and lunch are offered every day when school is in session. The food service program adheres to the National School Lunch Program and follows the U.S. Government Nutritional Standards. If preferred, students may bring their own lunch to school.

Students participating in the school meal program will be required to lay their finger on a scanner when receiving a meal to charge the student's account with the appropriate purchase.

Applications for the Free/Reduced-Priced Meal program are available in the school office or on the BASD website www.berlin.k12.wi.us.

ACCOUNT BALANCES

The District uses a prepaid computerized program to monitor food service account balances. Student accounts should maintain a positive balance. If your family has been approved for free/reduced meals, a deposit should be made to the account to cover any additional milk charges.

Payments may be made through the Parent Portal in PowerSchool, in the school office, or sent with your child in a labeled envelope stating the child's name and what the enclosed check or money is to be used for.

Families will be notified when accounts have a low or negative balance.

Applications for the Free/Reduced-Priced Meal program are available in the school office or on the BASD website www.berlin.k12.wi.us.

VISITORS

(Policy 9150)

All visitors must check in at the office, Door #2, with their driver's license/ID to be checked in using our building's Raptor system. A badge with a photo ID is required for the duration of the stay.

If a person wishes to confer with a staff member or visit a classroom, they should call for an

appointment before coming to the school.

We reserve the right to restrict access to classrooms if it is felt that such access adversely impacts the educational environment.

DELIVERIES OF SPECIALTY ITEMS

We discourage the delivery of specialty items such as flowers and balloons to individual students during the school day. Items that are delivered to school will be held in the office and given to the student at the end of the day. For safety reasons, no balloons or flowers may be transported in school vehicles.

ATTENDANCE

(Policy 5200)

The District requires all students to attend school regularly in accordance with the laws of Wisconsin and Board Policy. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Written or verbal communication from the child's parent or guardian is required. The excuse should specify the reason for the absence and state the time period for which it is effective.

Absence

If your child needs to be absent from school you may enter the absence(s) into PowerSchool, call the school office before 7:50 a.m., or send a note with your child upon their return.

We understand that life circumstances may occasionally necessitate absences, and we respect the responsibilities of parents and guardians in this regard. However, it's important to note that according to Wisconsin law, regular attendance is crucial for academic success, and absences beyond 10 days may be considered truancy.

When to keep a child home due to illness:

- Oral temperature of over 100.3°. May return when fever-free, without fever-reducing medication, for 24 hours.
- Coughing/wheezing that causes breathing difficulty.
- Infectious bacterial infection (strep throat, tonsillitis, bronchitis, etc.). May return after taking antibiotics for 24 hours.
- Infectious disease (chicken pox, whooping cough, mumps, pink eye, etc.). Please notify the school nurse to determine return to school date in accordance with public health and CDC recommendations.
- Vomiting and/or diarrhea. May return when these symptoms have subsided for 24 hours.

- Head lice infestation. May return after a head check in the school nurse's office. Returning to school will be in accordance with public health and CDC recommendations.
- Undiagnosed rash or open sores.

Further information and specific attendance procedures are outlined in the BASD Attendance Plan which can be found on the BASD website www.berlin.k12.wi.us.

Tardy

When circumstances prevent a student from being present at the beginning of the school day the child will be considered tardy. All tardy students must report to the school office to sign in. Excessive tardiness will be referred to the School Attendance Officer.

Further information and specific attendance procedures are outlined in the BASD Attendance Plan which can be found on the BASD website www.berlin.k12.wi.us.

Truancy

State law requires that any person having a child under their control, who is between the ages of 5 and 18, shall cause the child to attend school regularly until the end of the school term. Any student who misses a part of any day of school without an acceptable excuse is truant.

Further information and specific attendance procedures are outlined in the BASD Attendance Plan which can be found on the BASD website www.berlin.k12.wi.us.

Early Dismissal

A student will not be allowed to leave school prior to dismissal without a request entered into PowerSchool, a phone call to the office, or a written request signed by the parent/guardian. No student will be released to a person other than a custodial parent/guardian without a permission note signed by the custodial parent/guardian per Board Policy (5230).

Vacations During the School Year

Parents wishing to plan vacations during the school year should make use of the scheduled school vacations whenever possible.

Illness/Injury At School

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. If a student displays any of the following symptoms: vomiting, diarrhea, loss of taste or smell, unexplained rash, fever over 100°; the office staff will contact

the parent and send the student home. No student will be released from school without proper parental permission. A child may return to school at the discretion of the student's physician, fever-free for 24 hours without the use of fever medication, or symptoms are resolved.

CLOSINGS or DELAYS

(Policy 8220)

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will use the following notification process:

- Families will be notified through the school's messenger system.
- Families will be notified via the school's Facebook page.
- Major news outlets.

In the event of school closing early due to an emergency after the school day has begun, students will be sent home as planned for dismissal each day. Parents will be notified of the school needing to close before any students are dismissed.

EMERGENCY INFORMATION

School personnel must always know how to contact the child's parent/guardian in case of illness, injury, or other serious situations. The electronic emergency form completed during the online registration process is critical. Please keep your child's emergency information updated in PowerSchool or by notifying the school office of any changes.

MEDICATION PROCEDURES

(Policy 5330)

In circumstances where a student must take prescribed medication during the school day, the following guidelines must be observed:

Prescription

- The physician and the parent/guardian must sign a Prescription Medication Form.
- Medication must be in a prescription-labeled bottle.
- Prescription medications considered controlled substances must be brought to school, and picked up from school, by a parent/guardian.
- Medication will be kept locked in the office.
- Any changes to the time of administration or dosage require a new Prescription Medication Form.
- Prescription Medication Forms must be renewed annually.

Non-prescription

- The parent/guardian must sign a Non-prescription Medication Form.
- Parent/Guardian must supply the non-prescription medication in the original packaging, and label it with the student's name.
- Medication will be kept locked in the office.

These forms are on the BASD website www.berlin.k12.wi.us.

IMMUNIZATIONS/HEALTH SCREENINGS

(Policy 5320)

Each student must have the immunizations required by the Wisconsin Department of Health Services or must have an authorized waiver. If a student does not have the necessary vaccinations or waivers, the student may be excluded from school as permitted by law. Any questions about immunizations or waivers should be directed to the school nurse.

The school nurse may organize screenings during the school year. You will be notified of these programs through proper forms with parental signatures required.

INSURANCE

(Policy 5136)

Berlin Area School District does not carry student health and accident insurance. Parents/guardians are urged to participate in the voluntary student insurance coverage plan made available by the school district if they do not have adequate coverage. Parents/guardians are responsible for completing application forms and paying premiums if coverage is desired. Insurance forms are made available through school at the beginning of the school year. For an insurance form you may contact the school office.

EMERGENCY CALLS AND DRILLS

(Policy 8420)

All classrooms have a BASD Emergency Procedures Guide by their doors.

Fire Alarm

When the fire alarm sounds, students must leave the building in an orderly manner. Students should keep low and stay close to the corridor wall as they leave the building. Each classroom has posted directions for fire drill procedures and has a designated meeting spot on the school grounds. The office staff will notify students and staff when it is safe to re-enter the building.

Severe Weather Drill

When the school receives a tornado warning, students will be instructed to move to the designated safety areas. Students will not be permitted to leave school during severe weather conditions unless a parent signs the student out in the office and accompanies the student from school. The office staff will notify students and staff when it is safe to return to class.

Lockdown

A lockdown refers to an intruder on the school site. Students are trained on the ALICE procedures which include:
Alert
Lockdown
Inform
Counter
Evacuate
The principal or office staff will notify students and staff of an all-clear status.

Medical Emergency/Classroom Hold

A medical emergency refers to a procedure to enlist the aid of a first responder team to a child or adult health emergency. At this time students are held in their classrooms. The principal or office staff will notify students and staff of an all-clear status.

BEHAVIORAL EXPECTATIONS

(Policy 5500)

School is a learning environment where students, families, and staff should expect a safe, orderly, and positive environment in which to work and learn. To optimize the learning environment, a manual of expected and prohibited behaviors has been established. The Berlin Area School District Code of Conduct is available on the website www.berlin.k12.wi.us.

While the Code provides potential consequences for violations, it also provides expectations to promote the optimal environment for learning. These expectations include:

- Treating our fellow students, teachers, administrators, and school staff with courtesy and respect.
- Treating each other with kindness.
- Taking responsibility for our own actions.
- Cooperating with each other, following instructions, and being honest with those who have authority.
- Using school-appropriate language.
- Being in the proper place on time and ready to learn.
- Demonstrating respect for the personal property of staff and students as well as the property of BASD.
- Treating everyone the same regardless of race, color, ethnicity, religion, gender, sexuality, or disability.

The Code separates violations into levels based on severity. Repeated violations progressively elevate the level and consequences of a behavior.

Level 1
Minor behaviors that can be resolved with logical consequences and reteaching of expectations.

Level 2
Major or office-managed behavior.

Level 3
Violations may remove a student from the school environment for a short time.

Level 4
Violations may remove a student from the school environment for an extended time.

While students may receive consequences for violations at any level, please be aware that there could be additional consequences through law enforcement for acts that violate the law.

The Berlin Area School District Code of Conduct is available on the website www.berlin.k12.wi.us.

GROUPS/CLUBS

At Clay we are beginning to offer more opportunities for our students to be involved in groups/clubs to build a sense of belonging and responsibility. The following table showcases the expectations that must be met for a student to participate, and remain, in any groups/clubs.

EXPECTATION	CRITERIA
Major/minor referrals	• The student must have 0 major referrals within the past 10 weeks leading up to the start date of the group/club. If a major referral is received while the group/club is active, the student will no longer be able to participate. • The student must have 0-3 minor referrals by the start date of the group/club. If a 4th minor referral is received while the group/club is active, the student will no longer be able to participate.
Attendance	• The student must have a least a 90% attendance rate.
Teacher Recommendation	• Teachers will provide input on everyday classroom and hallway behavior, as well as peer to peer and student to staff interactions as part of their recommendations.
Application	• The student will complete an application for each group/club they are interested in joining. • If applicable, each student may also go through an interview process.
Right to Early Removal	• The student will be removed from the group/club at any time an expectation listed above has been broken. This decision will be made by a group/club advisor, teacher, principal, and Pupil Services Team collaboration.

LEARNING ENVIRONMENT

At Clay Lamberton Elementary School, our staff works hard to create a safe, secure, and happy environment where every child has the best opportunity to learn. Each teacher sets their own classroom rules and procedures. If you have any concerns about classroom behavior, please contact your child's teacher before contacting the principal.

CELL PHONES (PCDs) AND ELECTRONIC DEVICES

(Policy 5136)

Cell phones and personal electronic devices, which does include smart watches, will not be allowed in the classroom setting, field trips, and any further educational settings. Cell phones at school are expected to remain in the student's backpack throughout the day from 7:30 am to 3:15 pm.

Earbuds and headphones are to be kept out of sight in the student's locker or backpack across the school day as well. Cell phones, electronic devices, earbuds, or headphones that are being used without prior permission will be confiscated by school personnel. Refusal to turn over a PCD to a teacher/administrator will be treated as level 3 disruption/disrespect based on the Code of Conduct.

Confiscated devices will be handled in accordance to this policy:

1. **First offense:** teacher warning and direction to put cell phone/personal electronic device in locker, or major referral will be written.
2. **Second offense:** teacher removes device to be given to administration where it will be returned to the student at the end of the day, a major referral will be

written.

3. **Third offense:** student will be part of a guardian team meeting to either keep their cell phone/personal electronic device home or turn it into the office upon entry for a specific length of time determined by administration, major referral will be written.

Although all efforts will be made to maintain proper safety of student electronic devices, any such devices damaged, lost, or stolen are not the responsibility of the school district or its employees. If students don't want a device damaged, lost, or stolen, they should keep such devices at home.

At no time are students allowed to use electronic devices inside of a bathroom or locker room.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

STUDENT TECHNOLOGY AND INTERNET USE

(Policy 7540.3)

Berlin Area School District students and staff will effectively utilize technology to support and enhance student learning.

Acceptable Use Policy

It is the intent of the Berlin Area School District to improve learning and teaching through interpersonal communication, student access to information, research, teacher training, collaboration and dissemination of successful educational practices, methods, and materials. When using the district's access to the Internet/network, users are expected to abide by the policies established by the district which include generally accepted rules of Internet/network etiquette. Use of district Internet/network services does not create an expectation of privacy. Users may encounter material they interpret as controversial, inappropriate, or offensive. It is impossible to completely control the content. It is the user's responsibility not to willingly access such material. The school reserves the right to search and/or monitor any information created, accessed, sent, received, and/or stored in any format by users on school equipment.

Acceptable use of the Internet/network will include the following:

- Using the Internet/network for educational purposes only
- Respecting and upholding copyright laws and other applicable laws or regulations
- Respecting the rights and privacy of others by not accessing private files
- Following all regulations posted in the computer lab or other rooms where computers are in use
- Following the directions of the adult in charge of the computer lab or other rooms where computers are in use

Unacceptable use of the Internet/network will include, but is not limited to the following:

- Using the Internet/network for any illegal purpose
- Changing user logins or passwords or sharing this information with others
- Using the Internet for personal email, chat rooms, Instant Messaging, etc.
- Using impolite or abusive language
- Violating the rules of common sense or etiquette
- Changing any computer files that do not belong to the user
- Using the system for commercial use or the purchase of goods or services
- Using an account other than their own or misrepresenting their identity
- Creating and/or distributing a computer virus over the Internet/network

- Using the system to illegally transfer software, otherwise known as pirating
- Revealing personal addresses or telephone numbers of students or staff
- Using the Internet/network in such a way that would disrupt the use of Internet/network by others
- Causing damage deliberately or willfully to computer equipment or data or assisting others in doing the same
- Accessing materials that are inconsistent with the school's code of conduct and district's educational goals or showing others how to do the same
- Swapping copyrighted files such as MP3, Kazaa, etc

- Downloading files or programs without consent
- Copying programs to or from a removable media without the consent of the technology department
- Using the network for non-school related bandwidth intensive activities such as network games, downloading of music/video files or serving as a host for such activities

Access to the Internet/network via the Berlin Area School District is a privilege not a right. This privilege may be restricted at any time for use not consistent with the educational goals of the district. The Berlin Area School District has the right to monitor use of the Internet/network to make sure that it continues to function properly for all of its users.

Consequences of violations include but are not limited to:

- Suspension or revocation of Internet/network access
- Suspension or revocation of computer access
- Discipline by administration
- Legal action and prosecution by the authorities including expulsion from school

Web Page Publishing and Internet Safety Policy

A district policy statement has been drafted for the posting of material to the district web servers. For the protection of students and staff the following guidelines must be followed. Parent permission is required for students to post web pages and as indicated below for the posting of photos etc.

Due to the public nature of the Internet, the following guidelines must be followed to protect the privacy of our students and staff.

- Photos of staff are allowed provided the district secures advance written permission from the staff member.
- Photos of pre K-12th grade students without names may be used provided the district secures advance written permission from the pictured persons' parents or legal guardians.
- It is the responsibility of staff members who post student pictures to verify that a parent permission form is on file.
- Staff members who post pictures of students are expected to protect the images with the html code that prohibits website visitors from right clicking on the pictures to save or alter them.
- First names and last name initials of students may be used to identify student work.
- Identifier listings including (any/all) full names, social security numbers, phone numbers, addresses and e-mail addresses of students may not be used under any circumstance.
- Identifier listings including (any/all) social security numbers, home phone numbers, home addresses and personal e-mail addresses of staff may not be used under any circumstance.

(Grades K-12) In conjunction with classroom activities/projects, under the supervision of an

adult, students may have the opportunity to contribute to web pages on the district's web servers. No personal, non-education-related material may be placed on official district and/or building specific web pages. However, students may post student-created work and projects.

Chromebooks
Students at Clay will be assigned Chromebooks to be used in their classrooms, and they will remain at school. Students will log into their assigned Chromebook using their district-issued G Suite account. Students MAY NOT log into any personal accounts or share their account passwords with other students. Students may be required to share account passwords with

teachers and/or administrators.

Students should not expect privacy when using Chromebooks. The District may monitor and record Chromebook use at any time. Teachers, administrators, and technology staff can view screens and activities, and software can detect potential self-harm, notifying staff. All communications must be educational and are subject to inspection by the District at any time.

DRESS and GROOMING
(Policy 5511)

Responsibility for the personal appearance of students shall reside with students and their parents/guardians. Student dress or grooming should not affect the health/safety of students or disrupt the learning process within the classroom/school.

Articles of clothing that are determined to substantially interfere with the educational process are prohibited. Examples include, but are not limited to: clothing and/or expressions that are

obscene, representative of illegal behavior (promotion of drug/alcohol use), or demeaning to others (racial, religious, sexist, or ethnic inscriptions). Failure to comply with dress guidelines will result in appropriate action being taken. Footwear must be worn at all times, flip-flops and sandals are discouraged because of the greater risk of injury to the student’s feet.

It is recommended to mark your child’s outer clothing wear with their name or initials so that lost articles can be returned. Parents must ensure that their children dress appropriately for the weather. Boots, snow pants, gloves, and winter coats should be worn when necessary during the winter season.

BUS TRANSPORTATION, DISCIPLINE, and PRIVILEGES
(Policy 8600)

Bussing is provided by a contracted bus service, Northern Express. If parents need to contact the bus company, they can call Northern Express at 920-361-2100. The Berlin Area School District will be offering bus transportation to students who reside within a two-mile radius of the school.

Each student who is provided transportation services by the school district is expected to obey the rules established by the school board for the safety and welfare of all students. Behavior on the school bus should be comparable to the type of behavior required in the classroom as it is an extension of the school day.

Students are under the authority of the bus driver. If a student's behavior compromises the safety or comfort of others, it may result in disciplinary action, such as suspension/removal from bus services. Such actions are taken with the intention of fostering a positive and secure atmosphere for everyone.

We appreciate your cooperation in ensuring a smooth and enjoyable bus ride experience for all students. Together, we can create a community where everyone feels valued and respected.

BICYCLES – SCOOTERS - SKATEBOARDS

Students riding bicycles, scooters, and skateboards to school will park them in the designated racks provided. For safety reasons, they should not be leaned against the building or left in open areas of the lawn or playground.

In addition, we request that bicycles, scooters, and skateboards be walked on the school sidewalks to the rack. This helps prevent accidents and maintains a safe environment for everyone.

Please note that the school office/classrooms cannot accommodate these items during the school day. We appreciate your cooperation in keeping our school grounds tidy and safe.

POWER SCHOOL DATABASE

PowerSchool is the district's Student Information System (SIS). The parent portal is one component of the system. Information that can be accessed through the parent portal includes:

- Online registration
- Updating student and contact information
- Meal transactions and balance
- Attendance
- Report cards
- Teacher/class information

In order to access the portal parents/guardians must provide an email to the school office. After access has been provided there is a forgot username/password link available, or you may contact the school office.

REPORT CARDS

(Policy 5420)

Report cards will be distributed at the end of each semester. Grades 1-5 will also have report cards available in PowerSchool. The standards-based report card will list skills that students should be able to know and do by the end of their current grade level, and their progress toward these standards will be measured on a proficiency scale:

- Proficient (PRO): The student demonstrates in-depth understanding of foundational and complex knowledge including the ability to analyze and apply content, vocabulary, concepts, processes, and/or skills with no major errors or omissions.
- Developing (DEV): The student demonstrates basic understanding of foundational knowledge including content, vocabulary, concepts, processes, and/or skills.
- Beginning (BEG): The student demonstrates partial understanding of foundational knowledge including content vocabulary, concepts, processes, and/or skills.
- Insufficient Evidence (IE): The student's collected evidence has not provided a clear indication of learning.
- Not Applicable (NA): The standard was not assessed.

PARENT-TEACHER CONFERENCES

(Policy 5420)

Scheduled elementary school parent-teacher conferences will be held in October. Parents are strongly urged to attend the scheduled conference. Conferences provide valuable information to both parent and teacher regarding student learning and development.

In addition, parents are welcome at any time to schedule a private conference concerning their child's progress.

When an individual concern arises regarding curriculum, student progress, or classroom procedures, the first step for the parent is to talk to the teacher or person most immediately involved.

FIELD TRIPS

(Policies 8640/2340)

School-authorized field trips will be scheduled during the school year. The consent form you sign in online registration at the beginning of the school year will grant your child permission for all field trips during the current school year. Teachers, however, will inform parents of these trips in advance.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the principal by a parent/guardian, in writing, to allow an exception.

Field trips often require the assistance of chaperones. To meet insurance requirements, chaperones are not permitted to bring siblings or other guests. Chaperones must follow the school's guidelines and itineraries and may need to drive separately if bus space is limited. Additionally, all chaperones must complete a district background check to participate in field trips.

VOLUNTEERS

(Policy 8120)

The School District recognizes that volunteers can make valuable contributions to the schools and enhance learning opportunities for students. Therefore, the District encourages community members to volunteer in the Berlin Area School District, subject to suitable administrative rules, regulations and safeguards.

An individual shall not be allowed to volunteer until a Volunteer Application Form is completed and their current status is evaluated. Volunteer Applications may be found on our website, picked up in the school, or district office.

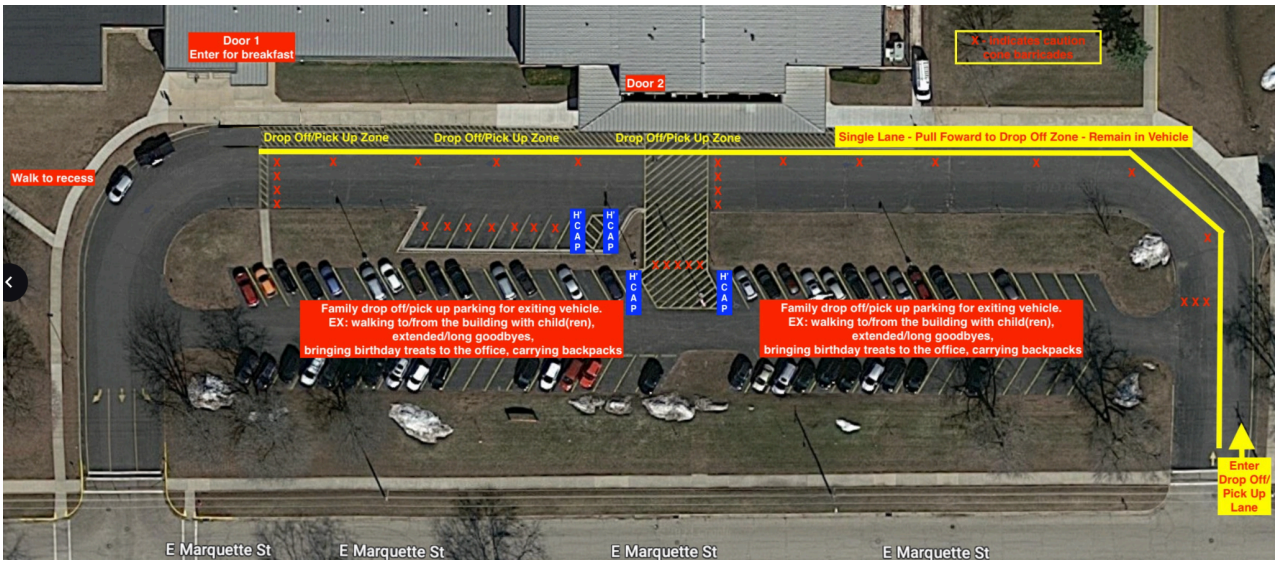
The safety and well-being of students and staff is of paramount importance. Volunteers may have access to confidential student information and/or unsupervised contact with students. Therefore, volunteers may be subject to a Wisconsin and/or national criminal background check. Any individual under investigation or having a record of felony conviction, certain misdemeanor convictions, a record of any offenses against children, or a drug or weapons violation may be barred from engaging in volunteer activities in school involving contact or potential contact with students.

PARKING

Parking at Clay Lamberton School is provided on the east side of the school building (by the swimming pool), in visitor stalls in front of door #2, or on either side of Marquette

Street. Please do not park a vehicle in the driveway in front of the school building unless you are picking up a child. Vehicles in the circle drive are to be occupied at all times as this circle is for student pick-up and drop-off only. Do not permanently park in the circle drive. Please keep the handicapped parking reserved for those who have disabilities and need this special parking.

PICK-UP/DROP-OFF



SECURITY
(Policy 7440)

Clay Lamberton building entrances are locked during regular school hours. Entrance into Clay Lamberton during the school day is only allowed through door #2. For security reasons, parents picking up children at the end of the school day are asked to wait outside of the school building.

SURVEILLANCE
(Policy 7740.01)

Berlin Area School District utilizes precautionary measures including surveillance systems to ensure that all buildings, including the bus, are safe and welcoming for all. The surveillance systems in part can be utilized to determine factual findings while administration is conducting an investigation. Legal guardians of the individual(s) being investigated will not be given permission to access video footage of an incident unless all other parties involved are able to be blurred out due to confidentiality agreements.

SCHOOL RESOURCE OFFICER
(Policy 5540)

The Berlin School District employs an officer from the Berlin Police Department. The School Resource Officer (SRO) is established on a cooperative basis to work with our youth in supporting their social-emotional needs within the school-community. The

district partners with the SRO and local law enforcement to proactively address student and district issues.

BULLYING

(Policy 5517.01)

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

Cyberbullying

The use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- cyberbullies more easily hide behind the anonymity that the Internet provides;
- cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to

  cyberbullying activity;
- cyberbullies hack into or otherwise gain access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

- posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
- sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- using a camera phone to take and send embarrassing photographs of students;

- posting misleading or fake photographs of students on websites.

Harassment

Includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Complaint Procedures

Any student who believes they have been or are the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Complaints against a Board member shall be filed with the Board President unless the complaint is against the President in which case the complaint shall be filed with the Board Vice President, who is authorized to contact District legal counsel for assistance in handling the complaint.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the

incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this Policy shall be investigated promptly by the Principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment, discrimination, and/or may have constituted harassment based on sex (transgender status, change of sex, or gender

identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment or Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also covered by and subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. If the investigation under Policy 5517 - Student Anti-harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one or more of the Protected Classes, the complaint of bullying shall still be investigated under this Policy.

If the matter or complaint involves the District Administrator or a member of the Board, it is appropriate to engage outside legal counsel to conduct the investigation consistent with this policy. Legal counsel shall conduct a prompt investigation. The Board attorney is authorized to designate an outside third party to conduct the investigation. The Board attorney or designee will arrange such meetings as may be necessary with all concerned parties within five (5) business days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The Board attorney or designee conducting the investigation shall notify the complainant and parents as appropriate, (in writing,) when the investigation is concluded and the findings made.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation/False Reports

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a

particular definition, they should report it and allow the administration to determine the appropriate course of action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification

Notice of this policy will be annually distributed to all students enrolled in the School District and their parents. The policy will also be provided to organizations in the community having cooperative agreements with the schools. Additionally, the policy or a summary will be incorporated into the teacher, student, and parent handbooks.

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

Records of investigations will be maintained in accordance with Policy 8330 - Student Records and State law.

CHILD ABUSE AND REPORTING

(Policy 8462)

In accordance with Wisconsin State Statute Secon 48.981, all school personnel have a legal responsibility to report suspected child abuse or neglect our law enforcement agency. School personnel shall not contact the child's family or any other person to determine the cause of any suspected abuse or neglect upon initial suspicion of the same. The involved agency may contact, observe, or interview a child at school without permission from the child's parent, guardian, or legal custodian as necessary to determine if a child is in need of protection or services.

WELLNESS POLICY

(Policy 8510)

Please consider the following summary of our wellness policy and provide healthy and nutritious snacks for your child. In addition, if you choose to send a classroom treat, we encourage it to be healthy, nutritious, and individually packaged.

The Berlin School District emphasizes the importance of physical activity for students' overall wellness and learning ability. The district promotes a healthy environment where regular physical activity is integrated into the educational experience, with the support of all district employees, parents, and the community. Physical education is mandated for all students from kindergarten through twelfth grade, taught by certified teachers, and daily recess is provided in elementary and middle schools to encourage physical activity.

The district's physical education curriculum aims to instill the value of physical exercise in students, exposing them to various activities and teaching them the skills needed to

maintain an active lifestyle. The curriculum aligns with Wisconsin Academic Standards and covers key fitness components such as cardiovascular endurance, muscular strength, and

flexibility. Additionally, the health curriculum promotes lifelong healthy eating habits and physical activity, addressing topics like health promotion, disease prevention, goal setting, decision making, and the impact of culture and media on health.

Nutrition education is a crucial part of the district's curriculum, with a comprehensive approach from kindergarten through eighth grade. Students learn about the food guide pyramid, reading food labels, making healthy choices, and understanding the relationship between diet and disease. The district also supports education on the negative effects of alcohol, drugs, and tobacco, incorporating safety education to minimize accidents. Furthermore, wellness education extends to parents, providing them with resources and information to support healthy lifestyles at home.

STUDENT RECORDS

(Policy 8330)

Clay Lamberton has established policies and procedures to ensure the maintenance and confidentiality of student records. These records are kept for the benefit of students and serve purposes related to instruction, guidance, and research. Student records are categorized into three types:

- Directory data
- Progress records
- Behavioral records

Generally, student records are kept confidential and are not released without written permission from a parent or guardian of a minor student. However, certain information in the directory data category may be released without prior written consent unless a parent objects. This information includes:

- The student's name
- The student's photograph
- The student's major field of study
- The student's participation in officially recognized activities and sports
- The student's weight and height if part of an athletic team
- The student's date of enrollment and withdrawal
- The student's degrees and awards
- The name of the most recently attended school

Parents have two weeks from the start of the school year to inform the building principal in writing if they do not wish for any or all of the above items to be released.

Given that this Administrative Code impacts all students, both current and those leaving the Berlin Area School District, it is crucial for students and parents to be aware of the written policies regarding the content, maintenance, and confidentiality of student records. Protecting the privacy and confidentiality of student information is a priority for the District.

Progress records may include identification information, a list of courses taken, extracurricular activities, and attendance records. These records are kept indefinitely.

Behavioral records include all other school records not classified as progress records. These may include standardized test scores, psychological test results, health records, and teacher evaluations other than grades. Behavioral records are destroyed one year after the student graduates or leaves the district, unless written permission from a parent or guardian allows them to be kept longer.

All records are confidential, except to a parent or legal guardian of a minor student. Upon written request, these individuals can view behavioral records in the presence of a qualified school district official who will explain and interpret them. Written requests for copies of progress or behavioral records will be fulfilled within a reasonable time frame, not exceeding 45 days.

Student records will be transferred to another school district upon written notification from a parent or guardian that the student intends to enroll elsewhere, or upon request from the new district.

Additionally, students and parents/guardians have the right to file a complaint with the Family Policy and Regulations Office of the Department of Education if there are concerns regarding student records.

PARENT'S RIGHT TO KNOW

(Policy 2261.02)

According to Federal Law, parents with children in school districts receiving Title I funds may request information about the qualifications of their children's teachers and paraprofessionals. The following information may be obtained by contacting the school office:

- Whether the teacher has met state qualifications and has a license for the grade level and subject area he/she teaches.
- Whether the teacher has an emergency or provisional license.
- What degrees the teacher holds and the field of discipline of his or her certification or degree.

Schools receiving funds from the federal or state government are required to take part in any federal or state assessments. For a list and description of these assessments please visit the Berlin Area School District website www.berlin.k12.wi.us. Parents may request information regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency. For any questions about the parental right to opt a child out please contact the school principal, Sara Markee, smarkee@berlin.k12.wi.us.

HUMAN GROWTH and DEVELOPMENT

(Policy 2414)

The Berlin Area School District believes that a family plays an essential role in their child's human growth and development education. Human Growth and Development is one aspect of an overall health curriculum that follows the Wisconsin Health Education Standards. The importance of the human growth and development curriculum is to help students understand their body and its changes, develop a positive self-concept, and acquire factual knowledge to develop strategies for responsible decision-making that will impact their well-being.

Below are the topics discussed by grade level. Wisconsin State Statute sec. 118.019 allows parents to exempt their child from instruction in Human Growth and Development with a written request. If you would like to exempt your child from all, or specific topics, please write a letter to the building principal that includes:

- Date
- Student Name
- Student Grade Level
- Specific topics that your child should not participate in
- Parent Name
- Parent Signature

Please address this letter to the building principal and send it to school with your child or mail it to the school office no later than October 1, of the current school year. Excluded students will be furnished with and required to complete alternative assignments on health-related issues.

Topics for 4th grade:

- Thinking about growing and changing
- Dealing with growing up
- Getting help with growing up and changing
- Decisions for a healthy future

Topics for 5th grade:

- Old me, new me
- Understanding puberty and new responsibilities
- Understanding a boy body
- Understanding a girl body
- Gender roles and expression
- Choosing sexual abstinence
- Seeking information and support

EDUCATION FOR EMPLOYMENT

(Policy 2420)

School boards are required by PI 26.04(4) of the Wisconsin Administrative Code to annually notify parents of the District's Education for Employment program. At Clay the program introduces students to career awareness, at Berlin Middle School the program includes career exploration, and at Berlin High School the program includes career planning and preparation.

PROGRAM/CURRICULUM MODIFICATIONS

(Policy 2451)

In response to Section 118.15(1)61 of the state statutes, parents/guardians need to be aware of the right to request program or curriculum modifications for their child. This request for modifications should be submitted in writing to the building principal as per the guidelines of the statutes. A conference between the parent/guardian, the building principal, and classroom teacher will be scheduled to establish a modification plan.

STUDENT RELIGIOUS ACCOMMODATIONS

(Policy 2270)

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the

education of the District's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

Accordingly, no student shall be exempted from completion of a required course of study on the grounds that components of the instruction interfere with the free exercise of his/her religion. However, if after a careful personal review of the program's lessons and/or materials, a parent indicates to the school that either the content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular class periods for specified reasons.

The student will be provided with alternate learning activities during the times of such parent-requested absence.

STUDENT ASSESSMENT INFORMATION

(Policy 2623)

The Board of Education shall assess student achievement and needs in all areas of the curriculum in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

The District Administrator shall develop and present to the Board a program of testing and assessment that may include:

- State-required tests;
- Curriculum-based written and oral examinations which include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;
- District assessments.

The Board requires that:

- Tests be administered by persons who are qualified under State law and regulation;
- Parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- State required data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;
- The results of each school-wide, program-wide, and District-wide test be made part of the public record.

All students shall participate in State-wide or District-wide assessments, and any student with a disability shall be provided appropriate accommodation and/or alternate assessments where necessary as indicated in the student's I.E.P. or Section 504 plan.

The Board shall excuse any student from the State examination administered in 4th grade, 8th grade, 9th grade, 10th grade, or 11th grade whether the test administered is the one developed by the Department of Public Instruction or the District's own test developed and approved by the DPI and the U.S. Department of Education. To opt out of these examinations,

the student's parent must submit a statement in writing to the building Principal stating that the parent is opting out of the examination(s).

EARLY LITERACY

Per Wisconsin State Statute 118.016, students in grades 4K - 3rd grade will take reading readiness assessments multiple times throughout the school year. If a student scores below the 25th percentile on one of these assessments the following steps will be taken:

- Within 10 days an additional diagnostic assessment will be administered to find specific areas of need.
- Parents/Guardians will be notified of the results within 15 days.
- If a student is at-risk a personal reading plan will be developed.
- The plan will be sent to families to sign.
- The plan will be in place and students will be monitored weekly for improvement.
- After 10 weeks parents will be notified with a progress update and the next steps.

SPECIAL EDUCATION

Upon request, the Berlin Area School District is required per Wisconsin State Statute 115.777 to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Tiffany Vogels, Director of Pupil Services, at 920-361-2000, or tvogels@berlin.k12.wi.us.

HOMELESS CHILDREN and YOUTH

(Policy 5111.01)

The McKinney-Vento Act defines homeless children and youth as: children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human

beings
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because the children are living in circumstances described above

If you are personally aware of or are acquainted with any children or youth who may qualify according to the above criteria, the School District provides the following assurances to parents and guardians of homeless children and youth and unaccompanied homeless youth:

- The child or youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment (e.g., academic records, immunization and other required health records, proof of residency, or other documentation) or has missed application or enrollment

  deadlines during any period of homelessness.
- Homeless children and youths are not stigmatized or segregated on the basis of their status as homeless and have full and equal educational and related opportunities.
- Meaningful opportunities to participate in the education of their children including special notices of events, parent-teacher conferences, newsletters, and access to student records.
- Immediate enrollment and transportation to the school of origin. “School of origin” means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.
- Written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent/guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions.

Please contact, Tiffany Vogels, homeless liaison for the Berlin Area School District, at (920) 361-2000 or tvogels@berlin.k12.wi.us for additional information about the rights and services described above.

STUDENT PRIVACY

(Policy 2416)

The Board respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or their parents;
- Mental or psychological problems of the student or their family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;

- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or the student's parents;
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall establish procedures to provide parents with the opportunity to inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to:

- Notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- Allow the parents the option of excluding their student from the activity;
- Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- Treat information as identified in A-H above as any other confidential information in accordance with Policies 8350 and 8330.

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

ASBESTOS MANAGEMENT

(Policy 8431.01)

The Berlin Area School District is in compliance with state and federal laws regarding asbestos in all district buildings, particularly under the Asbestos Hazard Emergency Response Act of 1986 (AHERA). This plan is available to parents when requested.